

Wisconsin Department of Regulation & Licensing

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OFFICE OF EXAMINATIONS

STATUTES AND RULES EXAMINATION REVIEW PROCEDURES

An applicant wishing to review his/her examination must request an appointment by completing the attached "Statutes and Rules Examination Review Request" Form #1904 and attach the \$28.00 fee. Upon receipt in the exam office, a date and time can be set up for your review. **Please note you must make the review request within 30 days of the date on which the examination results were mailed.**

Also note that you cannot call for a review and have it conducted the same day. Applicants will not be permitted to review the same examination more than once (either once by telephone or once in person).

In-Person Review

1. The review will be held at the Department of Regulation & Licensing, 1400 East Washington Avenue, Madison, WI.
2. Applicants may bring statutes and rules books to the review. Scratch paper will be provided; however, applicants may not take any notes with them following the review.
3. Applicants will be asked to present one form of photo identification. Acceptable forms of identification include the following: driver's license, State of Wisconsin identification card, immigration card, or passport.
4. The time for each applicant's review shall be limited to 1 hour. Should it be necessary for the applicant to leave the review area at any time, all materials will be collected and returned to the applicant upon return. However, no additional time will be allowed.
5. During the review, the applicant may not be accompanied by any person other than the proctor.
6. At the review, the applicant will read and sign a "Terms of Test Review" form. The terms of test review state:
 - a. You are not allowed to write in the test booklets.
 - b. You are not allowed to write anything down and take it out with you.
 - c. Your grade will be explained to you if you wish.
 - d. You will sign the following statement;

I have read the rules, understand them and will abide by them. I agree that the exam content is confidential, and I will not discuss test questions with anyone who may apply for licensure.

7. At the beginning of the review, the applicant will receive a copy of the exam questions and a copy of his/her answer sheet with the correct answers marked. The applicant might have the presence of a proctor during review of the exam.
8. An Examination Review Form (#1324) will be available if the applicant wishes to make a claim of error regarding any items contained in the examination. Any additional evidence to support a claim of error must be provided within 30 days of review. The merits of the claim will be evaluated by the Council/Board and/or outside subject matter expert(s). The applicant will be notified in writing of their decision and any resulting grade changes. The proctor will not defend the examination nor attempt to refute claims of error during the review.

Telephone Review

1. During a telephone review, the applicant will be read the **topic** of the questions missed (not the questions) and the statute or rule references of those questions. Exam questions and answers will not be revealed during a phone review.
2. The person who conducts the telephone review will not be knowledgeable in the field tested and will not answer any questions about exam content.
3. If you wish to make a claim of examination error, you would need to schedule an in-person review in order to be able to read the questions.

Please call (608) 266-2852 to set up a date and time for review.